

# How to Find a Regulation

## Basic Search Instructions

To perform a basic search, enter your search terms in the search box. For help with entering search terms, click the "Boolean Help" link. If you want to search only the regulations of a specific agency, select an agency name from the list above. If you leave the search term entry field blank, the search engine will return the most recently entered regulations.

## Advanced Search Instructions

To perform an advanced search, click the "Advanced Search" link. Advanced Search adds the following options to your search:

- \* Alternate Sort Order
- \* Showing Repealed Regulations (by default, Repealed Regulations are not included)
- \* Showing Superseded Regulations (by default, Superseded Regulations are not included)
- \* Extended Agency List: By default, only Parent agencies are shown in the agency selection list. Advanced Search adds all sub-agencies to the drop down list.

The collage consists of five numbered screenshots from the State of Rhode Island's Rules and Regulations Search Interface. Screenshot 1 shows the search results for 'WATER QUALITY Regulations' from the Department of Environmental Management, including effective and original dates. Screenshot 2 shows the 'View Filing Form' page for the same regulation. Screenshot 3 shows the 'Download Regulation' link. Screenshot 4 shows the 'View as highlighted HTML' link. Screenshot 5 shows the 'Next 20 Records' link.

After performing a search of the database, you will be presented with one or more matching records. Each record will display general information about the regulation (agency's name, effective date, regulation purpose and type of filing). You can perform several actions on these returned records:

### >> 1 Download the regulation

Clicking the "download regulation" link will retrieve a pdf copy of the regulation from the server. To open this document you will need a pdf reader such as Adobe Acrobat. This document can be saved to your computer's hard drive for storage or printed. Note: Agencies are not required to file electronic copies of repealed regulations. As such, repealed rules and regulations may not be available for download.

### >> 2 View as highlighted HTML

If you've performed a keyword search, you can choose to open the regulation in your web browser with your search terms highlighted wherever they appear in the regulation.

### >> 3 View Filing Form

Clicking the "View Filing Form" will retrieve the filing details for a regulation. This information is retrieved from the filing form that accompanied the rule or regulation at the time of submission. The Filing Form pages are created nightly from the regulations filed during the day. As such, detailed information about regulations

may not always be available on the day they are submitted. Please see the glossary for more details about the information contained on this page.

At the bottom of the filing form page you will be able to further refine your search to find similar regulations and amendments.

### >> 4 Visit the agency's home page

If the agency has provided a URL for their website, you can open their homepage in a new browser window by clicking the Agency Name.

### Filter by agency

If you begin your search by searching for a keyword across all agencies you can filter those results on a per agency basis by clicking the filter link next to the agency's name. After performing a search of the database, you will be presented with one or more matching records. Each record will display general information about the regulation (agency's name, effective date, regulation purpose and type of filing). You can perform several actions on these returned records:

# How to Find Text within a PDF File

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After downloading a Regulation, a PDF file will load up in your web browser in a special 'plug-in' specifically designed to display PDF files – the Adobe Acrobat PDF Reader screen. This screen provides its own search facility via an icon on the extra toolbar which loads with the reader. For some browsers it is necessary, or may be simpler, to use this search button rather than the usual 'Find in Page'/Ctrl-F facility provided in your web browser menu.

The function provided is a simple line-by-line search facility, highlighting instances of search text one at a time as they occur throughout the file.

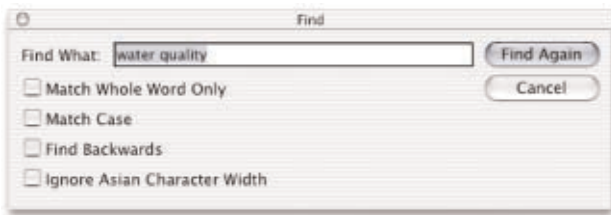
If your search text is not found in the file, try your search again using a simpler or more general form of words and/or try using one key word only. Do not use plural nouns: a search for 'memo' will find memos, but not vice versa. Do not use long text strings: the search will not find instances where text has wrapped onto the line below.

To search for a piece of text occurring within the PDF file pages:

- › Click on the binoculars icon on the toolbar



- › Enter the text in the 'Acrobat Find' dialogue box, selecting any required options.



- › Clicking 'Find' will then take you to the first occurrence of the text appearing in the file.

To continue to search for other occurrences of the same piece of text:

- › Click on the binoculars-with-repeating-arrow icon (the 'Find Again' icon) on the toolbar (note that this icon only becomes visible after the binoculars/Find icon has been used)
- › You will automatically be taken to the next occurrence of the search text in the file. You can continue the search throughout the remainder of the document by repeatedly clicking this second icon.
- › Once the whole document has been searched the 'Text Not Found' dialogue box confirms completion of your search.